



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Project Technician II
Posting Number	PN# 101403
Department	Houston Airport System
Division	Bush Intercontinental Airport
Section	Management
Reporting Location	2800 N. Terminal Road *
Workdays & Hours	Varied, normally M – F *
	*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Provides general administrative, drafting and technical support activities to develop, prepare and implement specifications and plans for various projects and systems. This includes drafting and design work on proposed changes to property facilities. Operates AutoCADD to create drawings. Conducts field investigations, inspections and studies to identify problems and evaluate work progress. Provides technical support and expertise to agencies, contractors and technical consultants to resolve concerns and inquiries. Prepares and updates various reports, records and files. Performs abstracting for assessment projects. Provides preventative maintenance to equipment.

WORKING CONDITIONS

Performing these duties will involve: applying specialized information; ability to recognize sound; observe and differentiate details amid distractions; speaking and writing clearly and effectively; adjusting to critical and demanding work; standing and walking for extended periods of time; performing visual inspections in the field; operating city vehicles; solving arithmetic and numerical problems; dealing with people in tense situations; working as a member of a team; may be required to lift up to twenty (20) pounds. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Associates degree in Engineering, Drafting, Designing or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of related experience, such as engineering, drafting and/or designing, are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Ability to deal tactfully with other professionals, co-workers, supervisors, management personnel and the general public.  
Ability to communicate effectively both orally and in writing.

SELECTION/SKILLS TEST REQUIRED      Application review and/or interview.

SAFETY IMPACT POSITION      ☒ Yes      ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 13	
\$965.00 - \$ 1,105.00 Biweekly	\$25,090.00 - \$28730.00 Annually

OPENING DATE      NOVEMBER 10, 2004

CLOSING DATE      OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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